

***Request for Quotation (RFQ) for the provision of a Broad Based Black Economic Empowerment (B-BBEE) Management Software tool to the CSIR***

***RFQ No. 5710/13/07/2021***

Date of issue:	Tuesday, 29 June 2021
Closing Date and Time:	Tuesday, 13 July 2021 at 16h30 ( <b><i>Late tenders will not be considered</i></b> )
Submission and Contact details:	For submission of quotations or any other enquiries: Email: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> ( <b><i>Please use RFQ No. as subject reference</i></b> )

## **1 BACKGROUND**

The Council for Scientific and Industrial Research (CSIR) is one of the leading scientific research and technology development organisations in Africa. In partnership with national and international research and technology institutions, CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

## **2 INVITATION FOR QUOTATION**

Quotations are hereby invited for the provision of an off-the-shelf B-BBEE Management Software tool to the CSIR.

## **3 SCOPE OF WORK AND QUOTATION REQUIREMENTS**

The identified service provider will be required to quote and deliver on the following requirements:

- B-BBEE software management tool or subscription services for multiple users.
- Three years annual software licences/subscription and support

## **4 SPECIFICATIONS AND SOFTWARE REQUIREMENTS**

The B-BBEE Management Software tool must have the following features:

- System set up for Public Sector Enterprise
- B BBEE Scorecard calculator
- Scenario Planning tool
- Empowering supplier Assessment Tool
- Preferential Procurement
- Information Capture Sheets
- Document Management
- Reporting Tool

- The tool must be able to integrate into other systems and applications
- User identification scheme (username)
- Authentication password aligned with best-practice settings
- Role based user access management / Web portal
- Logging enabled for all system and user activities
- Templates
- Allow 3<sup>rd</sup> party access to the tool i.e. verification agency
- Adhere to local and international privacy laws

**NB: Please complete specification compliance checklist- Annexure A below.**

## **5 PRICING SCHEDULE / BILL OF QUANTITIES**

Bidders must quote based on the following pricing schedule:

<b>No.</b>	<b>Deliverable / Item Description</b>	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Unit Price / Rate (Excl. VAT)</b>	<b>Price (Excl. VAT)</b>
<b>The provision of a B-BBEE Management Software tool to the CSIR</b>					
1	B-BBEE Management Software Tool for multiple users	Per user			
2	Three years annual software licenses /subscription and support	Per year			
3	Training for multiple people	Per user			
4	Manual / quick access guides	Each			
<b>NB: Pricing must be FIRM and inclusive of all costs to be incurred by the bidder in the delivery of the required goods and/or services.</b>					
				<b>Sub-total</b>	
				<b>VAT</b>	
				<b>Total</b>	

**Additional quotation requirements (These must be submitted with and/or indicated in quote):**

- The supplier must submit quotation on their official company letterhead.
- The supplier must quote on all the items/services listed in scope of works or deliverables.
- The supplier must be the OEM or the authorized distributor or reseller of the required software
- The pricing must be firm and inclusive of all costs required to deliver the required services to the CSIR.
- The CSIR will invite the shortlisted service provider/s to provide a quick demonstration on the proposed solution- Should the demo not be aligned to the CSIR requirements as specified in this request, the CSIR reserves the right not to appoint the highest scoring bidder.

**Mandatory documents required / returnables:**

- Brief Company profile (not more) than 2 pages indicating your experience in providing similar software solutions.
- Proof of OEM or reseller status- valid letter from OEM or original software developer
- A brochure of product specification sheet of the proposed solution
- Specification compliance checklist
- Draft software licence or subscription agreement.

**NB:** *Non-submission of the above-mentioned documents as well as any deviation from the above quotation requirements and specifications may deem your submission unresponsive and may thus result in your submission not being considered for Price and BBBEE evaluation.*

## 6 EVALUATION CRITERIA

- 6.1 Selection of suppliers will be based on the 80/20 preference point system.
- 6.2 Provide a B-BBEE Certificate, or sworn affidavit indicating the B-BBEE Status level.  
(RSA suppliers only)
- 6.3 No B-BBEE status will equal zero points.
- 6.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use [www.csd.gov.za](http://www.csd.gov.za) to register.
- 6.5 No order will be issued or no contract will be signed without a valid CSD number.
- 6.6 Elimination Criteria:  
Suppliers will be eliminated under the following conditions:
  - Late submission of Quotes;
  - Submission at wrong location or incorrect email address (***Please submit electronically to [tender@csir.co.za](mailto:tender@csir.co.za)***);
  - *If bidders do not meet the specifications and requirements as outlined in this request as per compliance checklist;*
  - If the supplier fails to submit any of the mandatory/returnable documents;

## 7 PRICING QUOTATION

- 7.1 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 7.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 7.3 Payment will be according to the CSIR Payment Terms and Conditions.

**The price should be firm and inclusive of costs and all services required to complete the project.**

## 8 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- All quotations must be submitted electronically to: [tender@csir.co.za](mailto:tender@csir.co.za)
- Respondents must use the RFQ number as the subject reference number when submitting their bids
- The email and file sizes should not exceed a total of 25mb per email

- The naming / labelling syntax of files or documents must be short and simple (e.g. BBBEE Certificate)
- Each bidder will be limited to send two emails with their submissions, and the subject of the email must clearly reference the bidder name and RFQ number
- All documents submitted electronically via email must be clearly visible.
- Submissions from cloud platforms such as: dropbox, We Transfer, Google Drive, etc, will not be accepted.
- Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

## **9 SUB-CONTRACTING**

- 9.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 9.2 A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 9.3 If the tender intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total tendered amount. The supplier must also indicate the name(s) of the company / contractor.
- 9.4 All BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.
- 9.5 In case of proposal from a joint venture, the following must be submitted together with the proposal/Quotation:
  - Joint venture Agreement including split of work signed by both parties;
  - The original or certified copy of the B-BBEE certificate of the joint venture;
  - The Tax Clearance Certificate of each joint venture member;

- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

## **10 CORRECTNESS OF RESPONSES**

- 10.1 The tenderer must confirm satisfaction regarding the correctness and validity of their quotation and that all prices and rates quoted cover all the work/items specified in the RFQ. The prices and rates quoted must cover all obligations under any resulting contract.
- 10.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

## **11 ADDITIONAL TERMS AND CONDITIONS**

- 11.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 11.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 11.3 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 11.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Quotation.

## **12 CSIR RESERVES THE RIGHT TO**

- 12.1 Extend the closing date;
- 12.2 Verify any information contained in a proposal;
- 12.3 Request documentary proof regarding any tendering issue;
- 12.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 12.5 Award this RFQ as a whole or in part;
- 12.6 Cancel or withdraw this RFQ as a whole or in part

### **13 DISCLAIMER**

This RFQ is a request for quotations only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its quotation, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

### **14 OTHER TERMS AND CONDITIONS**

14.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.

14.2 A validity period of 3 months will apply to all quotations except where indicated differently on the quote.

**15 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.**

**16 Note: This is not a Purchase Order.**



**Annexure A: Specification / Requirements Checklist**

Requirements			
ID	Description	Fully complies (Yes) / Partially complies / Does not comply (No)	Explain
1	System set up for Public Sector Enterprise		
2	Scenario Planning tool		
3	Empowering supplier Assessment Tool		
4	Preferential Procurement		
5	Information Capture Sheets		
6	Document Management		
7	Reporting Tool		
8	User identification scheme (username)		
9	Authentication password aligned with best-practice settings		
10	Role based user access management / Web portal		
11	Logging enabled for all system and user activities		
12	Templates		
13	Allow 3 <sup>rd</sup> party access to the tool i.e. verification agency		
14	Adhere to local and international privacy laws		